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5 November 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 44  
1 - 5 November 1971

1. The Office of Communications is sending a group of five technicians to Palo Alto, California from 5 through 8 November, and a second group of five from 15 - 19 November, for training at the Hewlett-Packard Company in "Microwave Measurement Techniques." This training will provide knowledge of microwave instrumentation application in order to maintain the staff satellite terminals.

25X1A9a

2. [ ] WH, presently in Portuguese training with LS, visited AIR this week to seek help in attending a Seminar being given by the American Management Association on "Brazil -- Fulfillment of the Promise," in New York City, 18 - 19 November. Mr. [ ] recently returned from [ ] has been assigned as COS/[ ]. Through our cleared contact at AMA we arranged his attendance as CIA but listed as [ ]

25X1A6a

25X1A9a  
25X1A6b

25X1C4a

3. FE was supplied information on four correspondence schools giving restaurant management courses. The course is needed [ ]

25X1C4a

4. Twenty-one employees were counseled by [ ] from 28 October - 3 November.

25X1A9a

25X1A9a

5. [ ] AF, asked for a "Fact Sheet" on the American International School in [ ] ascertained that these "Fact Sheets" are published by the Overseas Schools Advisory Council/Department of State on all American elementary

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GROUP 1  
Excluded from automatic  
downgrading and  
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and secondary schools overseas. A contact was made with the Council and a complete set of the "Fact Sheets" is being mailed to us. We will be put on their mailing list for future editions of the "Sheets" and for other pertinent publications put out by the Council.

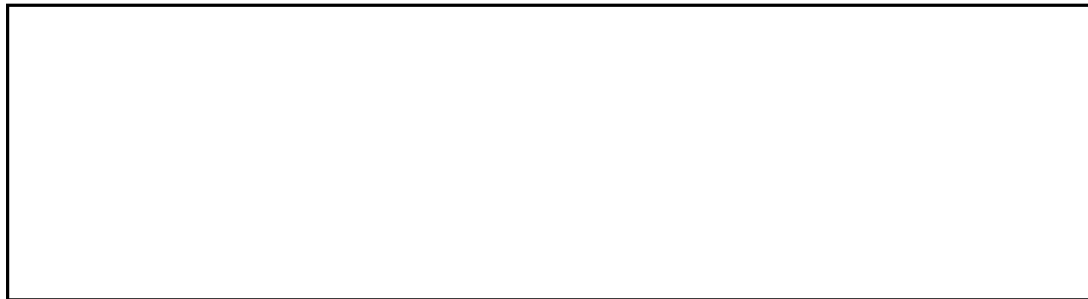
6. Requests for external language training being processed this week:

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a. [ ] FE, tutorial training in Korean. The student, tested at OTR/LS as elementary plus in reading, pronunciation, and speaking skills, and at the intermediate level of understanding, hopes to raise this facility to the fluent level. The training begins in late November and ends in January 1972. If arrangements cannot be made at FSI for the training, the student [ ] will utilize a local commercial school.

25X1C4a

25X1A9a



7. At the request of OTR's Guest Speaker Coordinator, we are assisting in establishing a "Speaker Bank." We are asking one Agency student at each of the Senior Service Schools -- Army, Air, Naval, and National War Colleges, Armed Forces Staff College, Industrial College of the Armed Forces, and Senior Seminar in Foreign Policy -- to retain the lists of guest speakers used each week in their courses. In addition, the students have been asked to retain biographic profiles of the speakers. This will provide Mr. [ ] with a handy reference of names and biographic data. We are also routing to him any external critiques which highlight special speakers, etc.

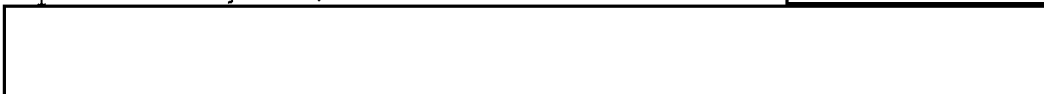
25X1A9a

8. The Instructor Training Branch (ITB) is presenting training in instructional techniques as a portion of the ASOT Course #1 - 72 [ ] During the phase on media presented by ITB, CCTV was demonstrated. [ ]

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The exceptional quality of the tape's playback spurred a lively question and answer period regarding the use and availability of CCTV. The quality was even more amazing considering that the entire sequence was filmed in the pouring rain.

25X1X8

25X1A

9. [ ] has just about completed testing the P.A. system. Movie screens were installed in one day in classrooms. The are now being motorized. A week or so should see the completion of audio and movie systems in the classrooms.



25X1A9a

Chief  
Instructional Support Staff

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